

REVIEWER GUIDE TO CSR-eCD**Step 2: EXTRACTING AND SAVING THE APPLICATION FILES AND REVIEW INFORMATION****PC USERS**

1. Double click on the eCD zip file you downloaded from the CSR-Secure Email system and saved in your computer. WinZip or Unzip available in the Windows operating system will automatically open.
2. Click on "Extract".
3. The Extract Window will open allowing you to identify where you want the files to be extracted. It remembers the folder where you last extracted files. If the folder you want to save the data is different from the one you used last, choose the folder where you want the files to be saved (Due to security concerns DO NOT save the files in a network server). If you need to create a new folder, click on the "New Folder" button and add the name of the new folder in the small dialog window that will open. Then, click OK. Figure 1 shows the WinZip Extract window options.

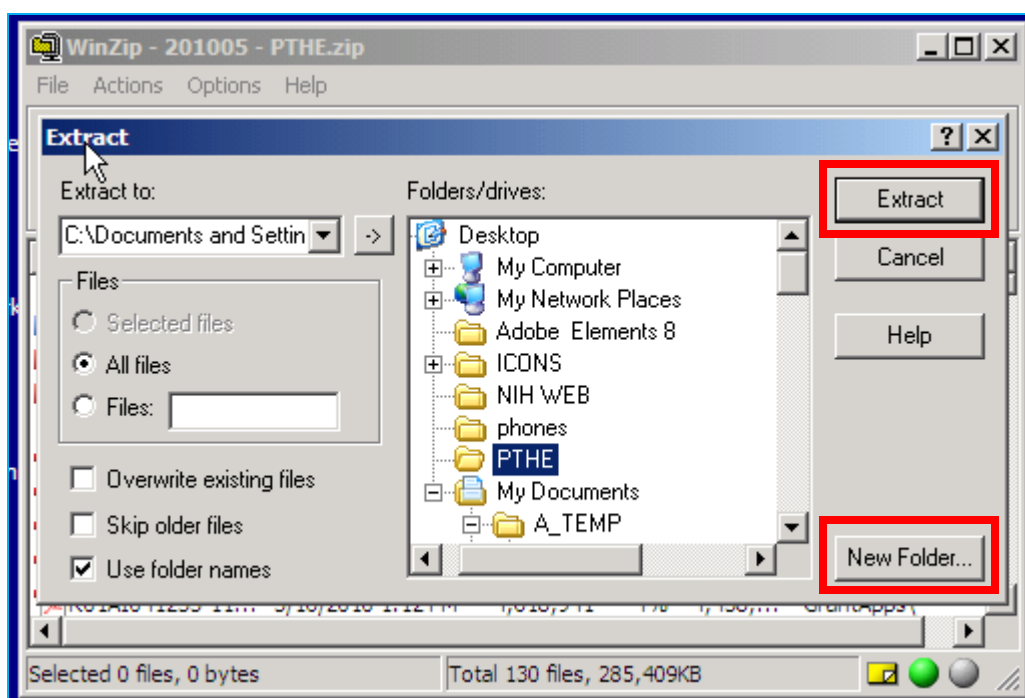


Figure 1 – WinZip screen - select directory to extract files option

4. Now, click on Extract.
5. Once the Extract is completed you will have a folder with all files the NIH used to fedex to you using a physical CD.